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ABSTRACT

A study was conducted at Vista College to compare the sabbatical leave policy of the Peralta Community College District with those of other districts and to develop alternative policies that would permit a greater number of faculty to obtain sabbatical leaves. Policy statements were received from nine of the twelve districts surveyed, and comparisons were made on the basis of years of service required, length of leave granted, compensation, and the number of sabbatical leaves granted per year. The study revealed that: (1) the policies of the Peralta District were comparable to other districts studied; (2) none of the districts had policies that differed from a flat amount set aside or a percentage of budgeted salaries; (3) compensation ranged from 50% to 100% of the instructor's annual salary; and (4) all colleges surveyed required six or seven years of service prior to sabbatical leave being granted. On the basis of the findings, an alternative sabbatical leave policy was developed for Vista College, which would use a percentage, not to exceed 66%, of the faculty member's contract salary as the sabbatical salary. The proposed policy will permit a greater number of faculty to receive sabbaticals, but will not result in a budget increase. The appendix includes the new sabbatical leave policy. (Author/HB)

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DEVELOPING AN ALTERNATIVE SABBATICAL LEAVE POLICY

EDUCATIONAL POLICY SYSTEMS

by

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VISTA COLLEGE

A PRACTICUM PRESENTED TO NOVA UNIVERSITY

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE

DEGREE OF DOCTOR OF EDUCATION

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ABSTRACT

The Peralta Community College District Board of Trustees have provided a sabbatical leave program for eligible contract faculty from 1964 to the present. For the first eight years of the program the Board had a policy that $50,000 would be set aside to fund sabbatical leaves. In 1973 a new policy was instituted which limited the number of sabbatical leaves to two and one-half percent of the budgeted amount for contract faculty. The first policy funded thirteen sabbaticals when it was initially instituted but between 1964 and 1972 the number decreased as faculty salaries increased. The 2-1/2 percent policy established the number of sabbaticals that could be funded to thirteen. Sabbaticals were not granted from 1978 to present due to budget constraints.

A review of sabbatical leave policies of nine community college districts, six multicampus districts and three districts with outreach centers, was undertaken. The Peralta District policies were found to be comparable to the districts studied. None of the districts studied had policies that differed from a flat amount set aside or a percentage of budgeted salaries.

An alternative sabbatical leave policy was drafted and reviewed by members of the Vista College Faculty Senate and members of the Peralta Federation of Teachers. The proposed policy will not add additional costs to the existing budget, but rather will use a percentage of the faculty member's salary as the sabbatical salary. The policy entails using the difference between the contract faculty

member's salary and the instructional replacement cost. A maximum of 66-2/3 percent of the contract salary is proposed as the greatest amount a faculty member on sabbatical would receive.

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INTRODUCTION

The Board of Trustees of the Peralta Community College District have included in their Policy Manual, adopted in 1965, a section on Sabbatical Leaves.[1] The section states that "All Certificated employees exclusive of administrators shall be eligible for one year of sabbatical leave after six years of service to the District."[2] This policy has been implemented from the time the Peralta Community College District was formed.

Prior to the formation of the Peralta Community College District Merritt campus and Laney campus were part of Oakland City College of the Oakland Unified School District, Oakland, California. When the District was formed by a vote of the electorate of six cities, Alameda, Albany, Berkeley, Emeryville, Oakland and Piedmont, the faculties of the two campuses were incorporated into separate colleges of the new district. One provision of the incorporation of the faculties into the newly formed district was that all of their existing rights and benefits would be transferred to the new district. Thus when the newly elected Board of Trustees adopted a sabbatical policy forty-two percent of the existing faculty were eligible for sabbaticals. The policy adopted by the Board of Trustees provided

1. The practicum proposal was submitted when the author was on the staff of Merritt College. In the Fall of 1977 the author became president of Vista College, which is in the same community college district as Merritt College. The practicum was completed at Vista College.

2. The Peralta Colleges. Board Policy Manual, Peralta Community College District, Oakland, California, 1965, pp. 11-73:3.85.

$50,000 for sabbaticals. This amount permitted seven sabbaticals to be granted per year. This policy and a subsequent policy change did not provide the number of sabbaticals that were requested by eligible faculty. Some faculty have waited more than twenty years before they were granted a sabbatical leave. There is a need for a new Board sabbatical policy that will permit a greater number of faculty to receive sabbatical leaves.

A study was undertaken to determine the sabbatical leave policies of seven multicampus community college districts and two single campus districts that have outreach campus centers. An analysis of the sabbatical leave policies was completed and compared to the policies of the Peralta Community College District. From this analysis an alternative sabbatical leave policy was developed. The developed policy involves an alternative way of funding the sabbaticals than is presently used in the Peralta District. The proposed policy was reviewed by Vista College's Faculty Senate leaders and representatives of the Peralta Federation of Teachers. Their suggestions were incorporated into the final proposed policy.

BACKGROUND AND SIGNIFICANCE

One of the earliest fringe benefits that faculties of colleges and universities received were sabbatical leaves which were to provide a "...stimulus to scholarly growth and as a broadening of outlook..."[3] Sabbatical leave is defined as:

> A plan for providing teachers with an opportunity for self-improvement through a leave of absence with full or partial compensation following a designated number of years of consecutive service (originally after six years.)[4]

This definition describes the three components that distinguish sabbatical leaves from other types of leaves. The three components are: 1. a plan, 2. a specific period of time before leave granted, 3. full or partial salary.

Sabbatical leaves are relatively new in American institutions of higher education. Eells reports that the first American institution to institute sabbatical leaves was Harvard University one hundred years ago in 1880.[5] By 1900 nine other institutions had begun

3. R. Orin Cornett, forward in Sabbatical Leave in American Higher Education Origin, Early History and Current Practices, by Walter Crosby Eells and Ernest V. Hollis, U.S. Department Health, Education and Welfare Bulletin 1962, No. 17, p. v.

4. Carter V. Good, ed., Dictionary of Education. (New York: McGraw Hill Book Co., Inc., 1959 rev. ed.), p. 424.

5. Walter Crosby Eells and Ernest V. Hollis, Sabbatical Leave in American Higher Education Origin, Early History and Current Practices, U.S., Department Health, Education and Welfare, Bulletin 1962, No. 17, p. 1.

leave programs. In 1958 Bokelman[6] reported on fringe benefits in 1152 institutions of higher education. One of the benefits listed by 523 institututions was sabbatical leaves.

Sabbatical leaves are recognized as a necessity for faculty members by boards of trustees who include specific provisions for sabbatical leaves in board policy manuals, by-laws or faculty handbooks. The Peralta District Board of Trustees state that "a sabbatical leave...for study, travel, research...will contribute to professional growth...benefiting the employee, the students and the district."[7] The by-laws of Corning Community College include the statement that "...purposes...to be served by the leave: 1. Study and research, 2. Educational travel..."[8] Regis College includes in their Faculty Handbook the statement that "...recognizing the necessity for faculty members to acquire new experiences to enrich their teaching...supports the principle of sabbatical leave." The purpose of which is to "... encourage professional growth and increase competence...."[9]

6. Robert W. Bokelman, Higher Education Planning and Management Data, 1957-1958: Salaries, Fringe Benefits, Tuition and Fees, Room and Board, U.S., Department of Health, Education and Welfare, Circular No. 517 (Washington, D.C. 1958), pp. 56-59.

7. The Peralta Colleges, loc. cit.

8. Corning Community College. Corning Community College By-Laws of the Board of Trustees. Corning Community College, New York. January 1967, p. 27.

9. Regis College. Faculty Handbook. Regis College, Weston, Mass. August 1976, pp. 89.

The Instructional Sabbatical Leave Procedure of the Peralta Community College District approved by the Board of Trustees on August 6, 1973 contains the following statement:

> The Peralta Community College District is committed to providing an annual allocation in its budget for sabbatical leaves for instructional personnel. Sabbatical leaves can provide a setting for renewal, change, personal challenge and professional growth that can be valuable to Peralt District's instructional program.[10]

The instructional sabbatical leaves granted by the Peralta District to faculty members put emphasis on the self-improvement component described in Good's definition, page 3 above. Sabbatical leave policies are included in the general board policies of the nine community college districts studied. The policies of boards are statements of their intent based on the philosophy of the college that they have developed. Policies are developed to provide a means to maintain order, provide consistent interpretation and equal treatment. Sabbatical leave policies as part of the overall policy systems of a college provide the faculty and other constituents with consistent interpretation and procedures. California community college districts surveyed eight had specific statements relating to the proposed sabbatical plan and what type of activities were acceptable for a leave, Appendix A. In all nine the purpose of the sabbatical leave was for professional improvement of the faculty which will ultimately provide improved service to the college and its students.

10. Instructional Sabbatical Leave Procedure. The Peralta Colleges. Oakland, California. 1973, p. 1.

Good's definition above did not state the fourth element of current sabbatical leave policies, that is, the obligation to return to the institution for a specific period of time. There is implied in the "self-improvement" concept an obligation of the faculty to return to the institution but it is not specified.

In a Jorgensen study of existing sabbatical leave policy in a sample of twenty-three California community colleges reports that most institutions surveyed grant four to five percent of their full-time faculty sabbatical leaves each year.[11] The sabbatical leave policies of the colleges were consistent in that six years of service were required before an instructor becomes eligible for a sabbatical leave.

The Peralta Community College District Board of Trustees adopted in 1965 a sabbatical policy that stated:

> A sabbatical leave shall be granted for study, travel, research, or any program of activity which will contribute to professional growth, thereby benefiting the employee, the students, and the District.[12]

In their policy they also include the eligibility requirement of six years of service in the district.

From 1965 to 1973 the number of sabbaticals allocated within the Peralta Community College District was determined by the number of

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11. V. F. Jorgensen. Aspects of Existing Sabbatical Leave Policy Within California Community Colleges. An unpublished Practicum presented to Nova University Ed.D Program for Community Colleges, Nova University, Ft. Lauderdale, Florida. May, 1974.

12. The Peralta Colleges. Board Policy Manual; 11-73:3.85

sabbaticals that $50,000 would accommondate. The $50,000 specifically included each year in the budget provided for approximately seven sabbaticals. However, due to the cost of replacement instructors the $50,000 could at times provide twelve sabbatical leaves. To achieve this maximum number of sabbatical leaves there were a greater number of full-year sabbatical granted than one semester sabbaticals. The faculty on a sabbatical of one year duration received a salary that was two-thirds of their annual salary. Another strategy used by the colleges' administration to increase the number of sabbaticals was to replace the faculty on sabbatical leave with hourly part-time instructors or simply not replace the faculty member on leave.

In 1973 a new Instructional Sabbatical Leave Procedure was approved by the Board of Trustees of the Peralta Community District. The new procedure stated "...that an amount not to exceed two and one-half percent (2-1/2%) of the budgeted contract full-time equivalent faculty in the previous year's approved final budget be the base allocation...."[13] This new sabbatical leave procedure, 2-1/2%, funded between twelve and thirteen sabbatical a year from 1973 to 1978.

In 1972 a "meet and confer" relationship was established between the district administration and the faculty senates of the four colleges. This "meet and confer" relationship was specified by the

13. Instructional Sabbatical Leave Procedure, Peralta Community College District, Oakland, California, 1973, p. 1.

Winton Act of the 1971 California legislature. The Act provided the faculty an opportunity to discuss and recommend solutions to problems in the areas of academic concerns and rules and working conditions. One of the problems addressed was the number of sabbaticals granted each year. When the District was formed there were just over 300 regular contract faculty with an average salary of $11,500. By 1972 there was over 500 regular contract faculty with an average salary of $16,700. Thus by 1972 the original 1964 allocation of $50,000 no longer funded seven sabbaticals. As a result of the "meet and confer" process the new 2-1/2 percent of the budgeted contract full-time equivalent faculty policy was adopted.

In 1975 a senate bill of the California legislature, SB 160, instituted collective bargaining in the community colleges of California. Sabbatical leaves were now considered as part of the "scope" of a collective bargaining agreement. Then in the Spring of 1978 the electorate of the State of California voted in favor of a citizen initiative known as Proposition 13. This proposition reduced property taxes, a major source of community college revenues, and brought about a change in state funding. The Peralta Community College District incurred a 13% reduction in its budget. One consequence of the reduction was the elimination of sabbaticals in the academic years 1978-1979, 1979-1980 and 1980-1981.

In 1978 a collective bargaining agent was determined by a vote of the faculty. This agent began negotiations in the Winter of 1979 with contract being signed in the Spring of 1980. One of the sections of

this agreement dealt with sabbatical leaves. The section states that "Sabbatical leaves may be granted to full-time unit members for the purpose of carrying out an approved program which will benefit the District, the students and the instructor. It is understood that sabbatical leave is... for improved service in the future."[14] The Peralta Community College District is not alone in experiencing a shift from a Board Policy for sabbatical leaves to a negotiated leave program as the Public Employment Relations Board, a state appointed board, has included sabbatical leaves in the scope of collective bargaining.

In the Peralta District there has been three factors that have brought about the elimination of sabbatical leaves in the past three years. First, there was the budgeting reduction due to the tax reform initiative Proposition 13. Second, the inclusion of sabbatical leaves in the bargaining process which caused the Board of Trustees to refuse to consider them until an agreement was signed. Third, the lengthy negotiations, seventeen months, before an agreement was signed.

The Peralta District was faced with three new problems in 1980 that affected the availability of sabbatical leaves in 1980-1931. First was a declining full-time student enrollment. There was an increase in the headcount enrollment but this corresponded to an increased number of part-time students. Second, as a result of a decline in full-time equivalent students there was a decline in the

14. Peralta Federation of Teachers CFT/AFT and Peralta Community College District, Agreement between, May 1980, p. 26.

total dollar apportionment from the State of California. The third problem was one of under-utilized senior faculty who were in disciplines that were no longer in demand. In January of 1981 it was projected the Peralta College District would face a 4.2 million dollar deficit in the 1981-1982 academic year. To bring the budget into balance severe reductions have been planned. One of the faculty programs being proposed for no funding in the 1981-1982 year is sabbatical leaves.

PROCEDURES

Sabbatical leave policies for certificated faculty were solicited from twelve community college districts in California. Nine of the twelve districts were multicampus districts; two districts have a large central campus and one or more campus centers; one district with a single central campus has an extensive outreach program with numerous small centers located in various population centers. Nine districts sent copies of their sabbatical leave policies. The three that did not send copies of their policies had not completed their collective bargaining contracts with their respective bargaining units.

An item analysis was performed on the sabbatical leave policies and then the analysis was compared to the policies established by the Board of Trustees Peralta Community College District in their Board Policy Manual and their collective bargaining agreement with the Peralta Federation of Teachers. The items that were included in the analysis were:

a. Years of service required for eligibility for a sabbatical leave
b. Length of sabbatical leave granted
c. Compensation: percentage of annual salary
d. Number of sabbaticals granted per year
e. Purpose for which sabbatical granted.

The item analysis was compared to the results of Jorgensen's[15] study; the study of the Massachusetts State Board Colleges[16] conducted in 1975 of 84 institutions and a report of the Washington Educational Association on community college sabbatical leaves.[17]

The analysis of the existing sabbatical leave policies was used to provide a basis and reference for the development of an alternative sabbatical leave policy for the Peralta Community College District. Two ad hoc committees were formed to review the draft proposal. One committee was composed of members of the executive committee of the Vista College Faculty Senate. This group was chosen to analyze and review the proposed alternative sabbatical policy. The faculty senate exective committee was selected because its members represent the faculty in academic and professional areas. The second committee represented the Peralta Federation of Teachers. They were included in the reviewing process because the Peralta Federation of Teachers is the union that represents the faculty in collective bargaining. Sabbatical leaves are one type of certificated leave that is included in the negotiated faculty contract by the union. The suggestions by the

15. V. F. Jorgensen, op. cit. p. 6, 7.

16. Massachusetts State Board of Regional Community Colleges, Collective Bargaining In Public Community Colleges; A Survey of Relevant Contract Provisions From 84 Professional Contracts Covering 120 Institutions, Spring 1975, p. 129-136.

17. Washington Educational Association Research Department, First Annual Community College Sabbatical Leave Survey. Washington Education Association, Seattle. 1968, p. 2-5.

Vista College union and faculty senate representatives were incorporated into the proposed alternative sabbatical leave policy.

RESULTS

The sabbatical leave policies from nine California community college districts were compared in four areas: 1. years of service required prior to sabbatical, 2. length of sabbatical, 3. percentage compensation of annual salary, 4. number of sabbaticals granted per year. Table 1 shows these comparisons. Three districts require seven years of service before the faculty member is eligible for a sabbatical leave. The remaining six districts have six years of service required with eligibility for a sabbatical occurring in the seventh year.

The length of sabbatical leaves depends on whether the college district was on the semester or quarter academic year calendar. Of those college districts that were on the semester system calendar, 7 districts, provide sabbaticals on either a one semester or full year, two semester, basis. The two districts on the quarter system academic calendar provide the faculty with one, two or three quarter length sabbatical leaves. The Peralta District is unique in that one of the five colleges in the district is on the quarter system and four on the semester system. Peralta grants full year sabbaticals, two semester or three quarters, and one semester or two quarters sabbaticals.

The compensation received by faculty on sabbatical leave varies from college district to college district. The range is between 50 percent and 100 percent of the instructor's annual salary. The percentage compensation differs on the length of sabbatical leave. Five

TABLE 1

COMPARISON OF SABBATICAL LEAVE REQUIREMENTS, COMPENSATION AND NUMBER GRANTED PER YEAR

District	Number of Colleges in District	Years of Service Required Prior to Sabbatical	Length of Sabbatical	Percentage Compensation of Annual Salary	Number of Sabbaticals Granted Per Year
Contra Costa Community College District	3	6	1 Semester 2 Semesters	100% 60%	Not more than 3% of total staff at 100%. Number depends on budget
Foothill-DeAnza Community College District	2	7	1 Quarter 2 Quarters 3 Quarters	85% 80% 75%	Total of 90 quarters.
Kern Community College District	3	6	1 Semester 2 Semesters	90% 60%	8% of certificated staff. One-half or 4% for retraining
Los Rios Community College District	3	7	1 Semester 2 Semesters	100% 50%	2% of certificated staff
Peralta Community College District	5	6	1 Semester or 2 quarters 2 Semesters or 3 quarters	100% 66-2/3%	2-1/2% of certificated staff
San Diego Community College District	2	6	1 Semester 2 Semesters	100% 50%	3-1/2% certificated staff

TABLE 1 (Continued)

District	Number of Colleges in District	Years of Service Required Prior to Sabbatical	Length of Sabbatical	Percentage Compensation of Annual Salary	Number of Sabbaticals Granted Per Year
San Jose Community College District	2	6	1 Semester 2 Semesters	85% 50%	4% of certificated staff
Solano County Community College District	1	6	1 Semester 2 Semesters	100% 50%	2% of certificated staff
South County Community College District	1	7	1 Quarter 2 Quarters 3 Quarters	90% 75% 65%	1% of the total budget for contract and regular certificated
State Center Community College District	2	6	1 Semester 2 Semesters	100% 50%	7 leaves per year

of the seven districts that are on the semester calendar compensate faculty at 100 percent of their salary when they take a one-semester sabbatical. The other two provide 85 and 90 percent of the annual salary for a one-semester sabbatical. Full year sabbaticals are compensated at 50 percent of the annual salary by four of the semester college districts. Two districts provide 60 percent compensation while one district has set the compensation at 66-2/3 percent of the annual salary. The two college districts that are on a quarter system academic calendar have different compensations for sabbaticals of one, two or three quarters. If a one-quarter sabbatical is taken the two districts provide 90 and 85 percent of the annual salary as compensation and 75 and 80 percent for two quarters and 67 and 75 percent for a full year, i.e., three quarters.

The number of sabbaticals annually granted by the nine districts are determined by one of four ways: a percentage of the staff, a percentage of the budget, a specified number of leaves, or a specified number of semesters or quarters. Six of the districts specify a percentage of the certificated faculty that can receive a sabbatical leave each year. The percentage of faculty that can receive sabbatical leaves in a one-year period range from two percent to eight percent with the average being three and three-quarter percent. One district states only seven faculty per year may receive sabbaticals. The seven faculty represent two and one-tenth percent of the total

faculty.[18]

South County Community College District grants the number of sabbaticals that one percent of the total budget for contract and regular certificated will fund. In 1979-1980, the one percent would have amounted to $55,110 and funded between two and three sabbaticals.

The Foothill DeAnza Community College District grants the number of sabbaticals that total 90 quarters. This means there could be a minimum of 30 full sabbaticals to a maximum of 90 quarter sabbaticals. If the minimum number of sabbaticals were taken, this would represent 6.4 percent of the total faculty being granted sabbaticals.

Table 2 itemizes the activities for which a sabbatical leave is granted. Eighty-nine percent of the districts will grant sabbaticals for a specific plan of study. Seven of the nine districts or 78 percent will grant a sabbatical for travel. Five districts, or 56 percent, will accept a planned research program as meeting sabbatical guidelines and one district requires a general statement for the sabbatical plan.

Jorgensen conducted a survey of twenty-three California community colleges that showed 56 percent of the reporting colleges granting sabbaticals after seven years. Forty-four percent of the colleges required six years of service before an instructor became eligible for a sabbatical. The sabbaticals were granted on a one-semester or

18. State Center Community College District is reported as having 330 full-time faculty by the Chancellor's Office California Community Colleges in September 1980 in Faculty and Administrative Salaries 1979-1980.

TABLE 2
COMPARISON OF PLANS ACCEPTED FOR SABBATICAL LEAVES

College District	Study	Travel	Research	General Statement
Contra Costa Community College District	X	X		
Foothill De-Anza Community College District	X	X	X	
Kern Community College District	X	X	X	
Los Rios Community College District	X	X		
San Diego Community College District	X	X	X	
San Jose Community College District				X
Solano County Community College District	X		X	
South County Community College District	X	X		
State Center Community College District	X	X	X	

one-year basis. Fifty-six percent of the colleges responding provide half pay for a full year's leave and full pay for a half year. The remaining forty-four percent vary between fifty and eighty percent of the annual salary for one semester and 60 to 75 percent for a full year's leave. The number of sabbaticals granted by the colleges ranged from one to five percent of the total faculty to no specific policy by seven colleges. The plans for sabbatical activity that were accepted were the same as required by the Peralta District.

Twenty-one community colleges were studied in the Washington report of 1968. The number of years of service required for sabbatical eligibility varied from one to seven. Fifty-three percent of the colleges required six or seven years. The length of the sabbaticals granted were one semester or quarter to full years. The sabbatical compensation varied from nine to seventy-five percent of the annual salary. One of the colleges provided a flat rate while three offered a choice of one-half the annual salary or a flat rate, whichever was less. Sixty-four percent of the colleges granted sabbaticals based on a percentage of the full-time faculty. One college granted a total of two sabbaticals while the remaining five colleges did not specify a specific number or percentage. The proposed plan or activity for the sabbatical involved the same items, study, travel and research, as cited by the Peralta District.

The Massachusetts study of 84 colleges reported 40 colleges of the 71 responding required six years of service. The other 31 colleges varied from three to eight years with five and seven years representing

15 and 21 percent respectively. Seventy of the responding colleges granted sabbaticals of one year or less. The other colleges granted leaves of either one semester or two quarters. The compensation varied from 22 percent for one semester to 100 percent for a full year's leave. Sixty of the responding colleges provided 50 percent of the instructor's annual salary for a full year's leave. The number of sabbaticals granted by the institutions varied from a total of one to as high as 20 percent of the faculty for one college. Twenty-six percent of the fifty responding colleges granted a total number of sabbaticals that equal to two percent of the total faculty. Fourteen or twenty- eight percent of the colleges used five percent of the total faculty as the basis for the number of sabbaticals granted. Research, study and travel were cited by sixty percent of the colleges as valid activities for sabbaticals.

A proposed alternative sabbatical leave policy was prepared and presented to and discussed with representatives of faculty organizations: representatives of the Vista College Faculty Senate and members of the Executive Committee of the Peralta Federation of Teachers. In discussions with the two groups, suggestions were received that provided the basis for modifying the proposal. Specifically the two groups expressed a desire to have examples of how the policy would work included with the proposal. The examples would not become part of the policy but would rather serve as an explanation of how it would be implemented. This suggestion was included as a separate page to the proposed policy. See Appendix A "Proposed Alternative Sabbatical Leave Policy."

DISCUSSION, IMPLICATIONS AND RECOMMENDATIONS

The current sabbatical leave policy of the Peralta College District established in 1973 is consistent with the majority of community college districts studied. The Board of Trustees of the Peralta District changed in 1973 to a policy that permitted two and one-half percent of the budgeted amount for contract full-time faculty be allocated for sab- batical leaves. This policy change recognized that between the years 1965 and 1973 the original policy of allocating $50,000 per year for sabbatical leaves resulted in fewer sabbaticals being granted each year. The decline in the number of sabbaticals that $50,000 would fund was a result of increasing faculty salaries. The $50,000 from 1965 to 1973 and the amount that equalled two and one-half percent of the budget for permanent contract faculty from 1973 to 1981 was specified in the district annual budget as a categorical set aside. Thus, from 1973 on the number of sabbaticals granted would remain constant because the amount set aside would continue to increase at the same rate as salaries increased. On an average, thirteen sabbatical leaves were granted each year from 1973 to 1978. Sabbatical leaves were not funded in the years 1978 to 1981 because of budgetary constraints. The District administra- tion and the Board of Trustees eliminated the specific budgetary set aside for sabbatical leaves reducing the budget by approximately $350,000 in 1980-1981.

The average number of sabbatical leaves granted by the multi-college districts surveyed was three and one-half percent of the budgeted contract faculty. Thus the Peralta District, excluding the

past three years, 1978-1981, by setting a policy of two and one-half percent was below average in the number of leaves granted. In two of the districts surveyed budgetary limitations are specified in their sabbatical policies. However, there are budgetary constraints implied in all the policies reviewed. These constraints are in the form of a specified percentage, or actual number of leaves that will be granted.

The length of service required before becoming eligible for a sabbatical leave in the Peralta District is six years of employment. This requirement is consistent with the majority of California community college districts studied and the districts reported in the Washington and Massachusettes studies.

The Peralta District's philosophical statement as to the value of sabbatical leaves is similar to the statements of the districts surveyed. The recognition by the Peralta Board of Trustees that the faculty needs renewal, professional growth, personal challenge and change to bring about a revitalization of the instructional program is evident in their past commitment to a sabbatical leave policy.

The proposed alternative sabbatical leave policy will permit a greater number of faculty to receive sabbaticals. This policy will not result in a budget increase because the funds for this program are already budgeted for the salary of the sabbitcal leave recipient. Thus there will not be an impact on an already distressed annual budget. Because there is no financial impact on the budget it is proposed that a maximum of five percent of the contract full-time equivalent faculty be authorized to exercise the alternative sabbatical leave policy each year.

Currently there are 461 faculty eligible for a sabbatical leave. If the existing sabbatical leave policy is the only policy utilized the average faculty member would have to wait approximately twenty-one years before receiving a sabbatical leave. When an alternative sabbatical policy is included in the district's sabbatical program the average faculty member would receive a leave in approximately seven years. This estimate of seven years is based on the assumption that every faculty member eligible for sabbatical leave applies for a leave.

The faculty member who applies for sabbatical leave under the existing policy may not be granted a leave because there are no funds to support the leave. This situation occurs when more than thirteen faculty apply for sabbatical leaves during a year. In actuality a total of forty-five to fifty may apply from the five colleges district-wide. With only a possible thirteen sabbaticals being granted, a substantial number of eligible faculty with good proposals are denied. By expanding the sabbatical program with an alternative policy the number of leaves granted will increase by two to three fold. The faculty member will be able to anticipate the financial support that will be received as well as plan an activity that will benefit his teaching and the instructional program of the college.

The proposed alternative sabbatical leave policy merely states that the sabbatical salary received by the faculty member is the difference between faculty member's annual salary and the instructional replacement cost. The current salary schedule of the Peralta

District is between $14,823 and $29,145. Those individuals who would be eligible for sabbaticals would range between $20,278 and $29,145. Of the 461 faculty eligible for sabbatical leaves 353 are at their maximum salaries. The average hourly part-time instructional cost to replace a full-time contract faculty is $13,125. The difference between the contract salary and the replacement cost would range from $7,151 to $19,440 depending upon the instructor's salry placement and the extent to which full-time instructional program is replaced.

The proposed program has five benefits: First, it does not add an additional cost to an already impacted annual budget. Second, it provides a greater number of sabbatical leaves. Third, it provides an opportunity for faculty in under enrolled disciplines the opportunity to acquire discipline skills in areas that are in demand by students. Fourth, it permits the faculty member an opportunity to plan ahead, to make arrangements and commitments for the year's leave. Fifth, it will in a short period of time bring about a revitalization of the faculty.

The proposed alternative sabbatical leave policy will be submitted to the Chancellor's Executive Staff for consideration with the recommendation that it be forwarded to the Peralta Board of Trustees for approval and implementation.

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APPENDIX A

PROPOSED

ALTERNATIVE SABBATICAL LEAVE POLICY

The Peralta Community College District is committed to providing an annual allocation in its budget for sabbatical leaves for instructional personnel. Sabbatical leaves can provide a setting for renewal, change, personal challenge and professional growth that can be valuable to the Peralta District's instructional program.[1]

It is proposed that the Peralta Community College District establish an alternative sabbatical leave program to enable more of the certificated faculty to participate in the District's sabbatical program.

The alternative sabbatical leave program supplements the existing sabbatical leave program as outlined in Section 3.85 of the Board Policy Manual and in Article XX of the collective bargaining agreement of May, 1980.

Alternative Sabbatical Leave

The certificated faculty electing to use this program will meet the same criteria, requirements, eligibility and procedures used in the regular sabbatical program.

1. This statement was adopted on August 6, 1973 when the Board of Trustees approved the Instructional Sabbatical Leave Procedure that is currently in effect.

The number of alternative sabbaticals that are granted will not exceed 5% of the contract FTE in the previous year's approved final budget. The contract FTE includes instructors, counselors and librarians.

The salary rate of faculty will be the difference between the annual salary of the faculty member and the replacement cost. The maximum that the faculty on sabbatical can receive is 66 2/3% of the annual year's salary.

Below are listed two examples of how the Alternative Sabbatical Leave Policy would be implemented.

Example I

Faculty member "A" at Vista College is eligible for a sabbatical leave. Faculty member "A" is one of eight applying for a sabbatical leave at Vista College. Vista College is allocated two of the thirteen regular sabbaticals of the Peralta District. After a reviewing and ranking process faculty member "A" is ranked fifth. "A" does not receive a regular sabbatical. However, "A" is offered the "Alternative Sabbatical Option." "A" accepts. "A's" sabbatical salary is calculated below.

Given: "A's" annual salary $27,282

100% replacement by part-time hourly

"A's" sabbatical salary is:

Annual Salary	$27,282
Replacement Cost	13,125
Sabbatical Salary	$14,157

Example II

Same conditions as Example I except faculty member "A" is only replaced 50% of the instructional program.

Given: "A's" annual salary $27,282

50% replacement by part-time hourly

"A's" sabbatical salary is:

Annual Salary	$27,282
Replacement Cost	6,563
Difference	$20,719

The difference $20,719 exceeds the 66 2/3% maximum. Thus the sabbatical salary would be 66 2/3% of $27,282 or $18,197.

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